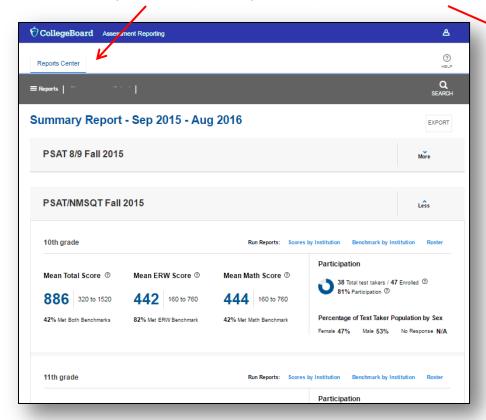
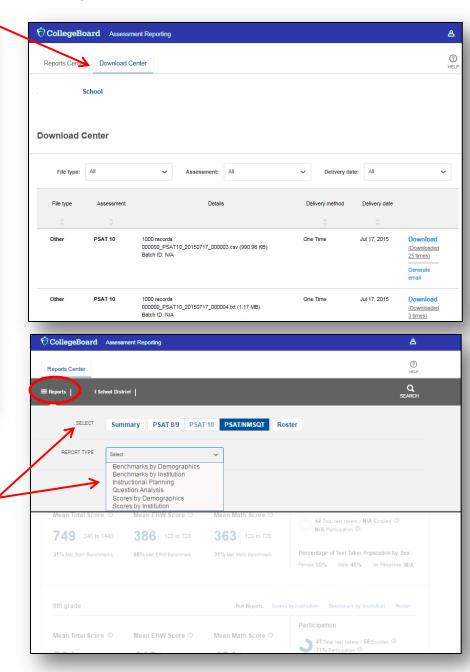
Accessing the K-12 Online Score Reporting Portal 2016

1. After signing into the K-12 Online Score Reporting Portal (https://k12reports.collegeboard.org), depending on your level of access, you will see one or two tabs: Reports Center (Summary or Detail) and/or Download Center (Data Files Management)



 In the Reports Center tab, the default shows you a summary of student participation by grade level and assessment. Click on "Reports", select the assessment for which you would like to dig deeper, and choose the "Report Type" which best fits your needs



Report Types

Benchmarks by Demographics

This report measures aggregate performance against College and Career Readiness Benchmarks for the Evidence-Based Reading and Writing section and the Math section by demographic group. You'll also be able to view aggregate performance data for the entire institution. You can report on one or two demographic groups at a time. Demographic data available on PSAT™ 8/9 test-takers include sex, race and ethnicity, and core curriculum. For PSAT/NMSQT® and PSAT™ 10 test-takers, parental education and Student Search Service® participation are also included.

Benchmarks by Institution

This report measures aggregate as well as student-level performance against College and Career Readiness Benchmarks for the Evidence-Based Reading and Writing section and the Math section. Note that this particular report may experience slow load time, especially for large schools.

Tip: The Roster Detail report contains most of the same score data, and loads faster. It can also be exported to Excel for additional analysis. The Roster Detail report is accessed through the main Roster report, accessible from the Summary Dashboard or the report selector. Be sure to click the **Roster Detail** link for the specific assessment you are interested in.

Instructional Planning

This report highlights instructional strengths and weaknesses and can be used to help focus improvement efforts. It measures aggregate performance data against the benchmarks for every score except the total score and cross-test scores.

Question Analysis

This report provides aggregate and student-level performance data for every question on the assessment. Use it to find out how your students answered each question, which mistakes were most common, how well each skill has been mastered, and which state standards have been met. If data is missing for a particular question, it's probably for one of these reasons:

- The question was determined invalid and was not scored.
- A student asked that we rescore their test; the student's name will appear in the list of students, but you won't see how that student answered the question.

Scores by Demographics

This report provides aggregate performance data by demographic group for every score. You'll also be able to view aggregate performance data for the entire institution. You can report on one or two demographic groups at a time. Demographic data available on PSAT 8/9 test-takers include sex, race and ethnicity, and core curriculum. For PSAT/NMSQT and PSAT 10 test-takers, parental education and Student Search Service participation are also included.

Scores by Institution

This report provides aggregate performance data by institution, as well as student-level performance at each school, for every score. Note that this particular report may experience slow load time, especially for large schools. Please be patient, and don't refresh.

Tip: The Roster Detail report contains most of the same score data, and loads faster. It can also be exported to Excel for additional analysis. The Roster Detail report is accessed through the main Roster report, accessible from the Summary Dashboard or the report selector. Be sure to click the **Roster Detail** link for the specific assessment you are interested in.